



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310

MAR 07 2007

MEMORANDUM FOR PRINCIPAL OFFICIALS, HEADQUARTERS, DEPARTMENT
OF THE ARMY

SUBJECT: Service as Acting Secretary of the Army

By operation of the Federal Vacancies Reform Act, the Honorable Pete Geren, Under Secretary of the Army, will serve concurrently as the Acting Secretary of the Army, effective 4:30 P.M., March 9, 2007. In this capacity, Mr. Geren will assume the duties and responsibilities of the Secretary of the Army.

Correspondence requiring the signature of the Acting Secretary should be prepared on Department of the Army letterhead over the following signature block:

Pete Geren
Acting Secretary of the Army

When co-signing with the Chief of Staff of the Army, left-justify the signature block and title at the center of the page.

Peter J. Schoomaker
General, United States Army
Chief of Staff

Pete Geren
Acting Secretary of the Army

All matters that require the attention of the Acting Secretary of the Army shall be directed to the Office of the Secretary of the Army for appropriate action.


JOYCE E. MORROW